



# Mctime

## ABS Warehouse Schedule Change Request

<b>Employee Name</b> Last, First	<b>ID#</b>	<b>Phone</b>
<b>Department Name</b>	Alcohol Beverage Services	<b>Department # 85</b>
<b>Supervisor Approval</b>		<b>Phone</b>
<b>Date Submitted</b>		
<b>Schedule Start Date</b>		

Review the following pages and Select a Shift Type that corresponds to Schedule Week and Time

Return only THIS page with schedule

Check Appropriate box below:

<input type="checkbox"/>	DLC 85W <b>Shift1</b> M-F 5.30AM-2.00PM	<input type="checkbox"/>	DLC 85W <b>Shift5</b> M-F 7.30AM-4.00PM
<input type="checkbox"/>	DLC 85W <b>Shift2</b> M-F 6.00AM-2.30PM	<input type="checkbox"/>	DLC 85W <b>Shift6</b> M-F 4.30PM-1.00AM
<input type="checkbox"/>	DLC 85W <b>Shift3</b> M-F 6.30AM-3.00PM	<input type="checkbox"/>	DLC 85W <b>Shift7</b> M-Tu-F 5AM-1.30PM W-Th 6.30AM-3PM
<input type="checkbox"/>	DLC 85W <b>Shift4</b> M-F 7.00AM-3.30PM	<input type="checkbox"/>	DLC 85W <b>Shift8</b> M-F 3.30PM-12.00AM

For Mctime Functional Team Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DLC 85W Shift1 M-F 5.30AM-2.00PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		5:30AM-2PM	5:30AM-2PM	5:30AM-2PM	5:30AM-2PM	5:30AM-2PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		5:30AM-2PM	5:30AM-2PM	5:30AM-2PM	5:30AM-2PM	5:30AM-2PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift2 M-F 6.00AM-2.30PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		6AM-2:30PM	6AM-2:30PM	6AM-2:30PM	6AM-2:30PM	6AM-2:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		6AM-2:30PM	6AM-2:30PM	6AM-2:30PM	6AM-2:30PM	6AM-2:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift3 M-F 6.30AM-3.00PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		6:30AM-3PM	6:30AM-3PM	6:30AM-3PM	6:30AM-3PM	6:30AM-3PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		6:30AM-3PM	6:30AM-3PM	6:30AM-3PM	6:30AM-3PM	6:30AM-3PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift4 M-F 7.00AM-3.30PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		7AM-3:30PM	7AM-3:30PM	7AM-3:30PM	7AM-3:30PM	7AM-3:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		7AM-3:30PM	7AM-3:30PM	7AM-3:30PM	7AM-3:30PM	7AM-3:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift5 M-F 7.30AM-4.00PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift6 M-F 4.30PM-1.00AM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		4:30PM-1AM	4:30PM-1AM	4:30PM-1AM	4:30PM-1AM	4:30PM-1AM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		4:30PM-1AM	4:30PM-1AM	4:30PM-1AM	4:30PM-1AM	4:30PM-1AM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift7 M-Tu-F 5AM-1.30PM W-Th 6.30AM-3PM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		5AM-1:30PM	5AM-1:30PM	6:30AM-3PM	6:30AM-3PM	5AM-1:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		5AM-1:30PM	5AM-1:30PM	6:30AM-3PM	6:30AM-3PM	5AM-1:30PM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0

**DLC 85W Shift8 M-F 3.30PM-12.00AM**

	Su	Mo	Tu	We	Th	Fr	Sa	Total
Week 1		3:30PM-12AM	3:30PM-12AM	3:30PM-12AM	3:30PM-12AM	3:30PM-12AM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0
Week 2		3:30PM-12AM	3:30PM-12AM	3:30PM-12:00AM	3:30PM-12AM	3:30PM-12AM		
	off	8.0	8.0	8.0	8.0	8.0	off	40.0